RMS File

Records Management 3-3-3
Shelf Filing Equipment

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240027-0

28 March 1963

Security Office, Physical Security Division
Survey Branch
25X1 Attn: [redacted] 4 E-06, Hq.
Chief, Records Management Staff/DDS

Secure Area for Communications Office, Engineering Staff,
Material Support Branch

1. In compliance with your request, this office has reviewed the attached proposal for converting rooms 1800A, 1800B and 1809 Alcott Hall into a secure area.

2. A physical inspection of the area involved indicated that conversion of these rooms into a secure area would result in the following:

a. Alleviate the safety hazard and weight problem as described in Attachment II.

b. Provide additional floor space (office area) by extending the inner wall of room 1800B into the Corridor. (Attachment "B")

c. Permit the use of shelf files and file cabinets for storage of all materials, and the return to stock of 13 - 4 drawer and 1, 2 drawer combination lock safes.

d. Reduce filing equipment costs approximately $6,175. through the substitution of 9 sections of shelf files and 6 - 5 drawer file cabinets (based on current equipment cost).

e. Allow for over 50% expansion in document storage and at the same time reduce floor space requirement of filing equipment by 44 square feet.

3. As the establishing of this Vault area will increase the efficiency of the office, result in a more economical means of filing records and permit for expansion, I recommend that this request be approved.

25X1 [redacted]

25X1 [redacted]
25X1

Attachments

DDS/RMS /RS&DB [redacted] (28 Mar '63)

Distribution:
Orig - addressee (w/attachments)
1 - Office of Logistics (Space Alloc. & Facilities Br., 1J-45,
25X1 1 - SPA/DD/S [redacted] 7E-02, Hq.)
1 - RMS FILE (REC MGMT 3-3-3)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments

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